



Job Title: Youth & Family Program Coordinator

Direct Supervisor: Executive Director (Mallory Rohrig)

Position Type: Part time – 15 hours/week

Compensation: \$25-\$30/hour, depending on experience

Job Summary

The Youth & Family Program Coordinator is responsible for running all youth and family programs at the Community Center that fall under the FCC partnership with Operation P.E.A.C.E. This role builds and maintains relationships with local families and partner organizations to support outreach, recruitment, and consistent program delivery. This position is in-person at the Fenway Community Center.

Responsibilities

Family Programming

- Plan, schedule, and facilitate kids- and family-focused events within the Community Center
- Create branded marketing and outreach materials to promote kids and family programming
- Communicate with Operation P.E.A.C.E. stakeholders through regular check-ins
- Collect consistent data and documentation, including photographs and attendance
- Select, order, and manage program materials and ensure cost-effective execution
- Build and maintain strong relationships with local families, partner organizations, and other relevant collaborators through regular communication (meetings, calls, emails, WhatsApp group)

Support

- Assist with general FCC program support as needed
- Communicate with FCC visitors with appropriate tone and nuance
- Supervise interns and volunteers that assist with youth and family programming

Qualifications

Required

- 2+ years of experience working with children and/or families in a program, education, or community setting
- Experience planning and facilitating group activities or programming for youth



- Strong interpersonal skills and comfort building trust with families from diverse backgrounds
- Reliable, consistent communication habits — comfortable managing outreach across multiple channels (email, phone, WhatsApp, in-person)
- Basic proficiency with marketing/outreach tools (e.g., Canva, flyers, social media)
- CORI/background check clearance (or willingness to complete one)

Preferred

- Experience working within a funder-partnership structure (e.g., grant-funded programming with reporting requirements)
- Bilingual or multilingual skills relevant to the Fenway community (Mandarin, Russian, Spanish)
- Familiarity with youth-serving organizations
- Experience with basic data tracking/attendance documentation
- Background in social work, education, or child development

Note: FCC may consider combining these two roles into a single, nearly FT position (approximately 35 hours/week) for a candidate whose experience and interests span both special events/fundraising and youth and family programming. Candidates interested in a combined role are encouraged to indicate this in their application.

Physical & Other Requirements:

- Must be able to lift 30 pounds
- Must be available to work weekend and weeknight hours.

Equal Opportunity Employer

The Fenway Community Center is an equal opportunity employer. FCC does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other status protected by applicable law. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply.

To Apply

Please email a resume and cover letter to Mallory Rohrig, Executive Director, at mallory@fenwaycommunitycenter.org.